



**BOARD OF SUPERVISORS**      **Agenda Number:**  
**AGENDA LETTER**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Clerk-Recorder-Assessor  
**Department No.:** 062  
**For Agenda Of:** August 18, 2020  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors

**FROM:** Department Joseph E. Holland, County Clerk, Recorder, and Assessor  
Director(s)  
Contact Info: Elaina Cano, Elections Division Manager, (805) 696-8953

**SUBJECT:** **Computacenter Fusionstorm Inc. Service Contract**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an agreement with Computacenter Fusionstorm Inc. for technology services to procure hardware, create Polling Place Kits and stage and support the polling place locations for the November 3, 2020 General Election in an amount not-to-exceed \$1,296,197.18; and
- b) Delegate authority to the County Clerk-Recorder-Assessor or designee to enter into change orders totaling up to 10% of that not-to-exceed amount, or \$129,619.72; and
- c) Approve Budget Journal Entry No. 0007182 to increase Services & Supplies appropriations for Fiscal Year 2020-21 by \$1,296,198 in the Department of Clerk-Recorder-Assessor Fund 0001 (4/5 Vote Required); and
- d) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5) that the above actions are not a project subject to CEQA review because the actions consist of organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

Due to the COVID-19 pandemic, the Governor issued Executive Order N-67-20 and signed into law SB 423, which changed the requirements for in-person voting for the November election. In order to meet the new requirements, the County's Elections Division will provide in-person voting from October 31, 2020 – November 3, 2020, at polling place locations throughout the County.

This shift in voting model will consolidate up to 10,000 voters into a precinct, and therefore requires the Elections Office to provide electronic check-in stations at the polling places rather than the traditional paper roster of voters. Due to staffing constraints with our County IT and Departmental IT that would be required to procure, configure, install and support the equipment necessary in a short amount of time, it was determined that seeking support from a qualified contractor was the best solution. Due to the public exigency needed to meet the requirements for the upcoming election, two contractors were asked to provide proposals, with only one responding. The solution has been presented to the County Executive Information Technology Committee. The contract with Computacenter Fusionstorm Inc. will provide for an in-person (polling place) solution that meets the requirements imposed by Executive Order N-67-20 and Senate Bill 423 and meets the operational and security requirements of the Elections office for the November 3, 2020 General Election. Due to the ever-changing environment of COVID-19 and our need to address the impacts of these changes in an expeditious manner, we are requesting that the Board grant authority the Clerk-Recorder-Assessor or designee to sign change orders totaling not more than 10% of the contract not-to-exceed amount.

**Background:**

California Governor Gavin Newsom issued Executive Orders N-64-20 and N-67-20, and signed AB 860 and SB 423, the accompanying urgency legislation, to ensure that the November 3, 2020, General Election is secure and safe for voters and election workers. These laws require the County Elections Official to send vote-by-mail ballots to registered voters to vote in the General Election, while providing in-person voting opportunities to those who may need access to such opportunities during three days of early voting starting the Saturday before Election Day.

The in-person voting experience at each one of these locations is suggested to closely resemble the experience a voter would currently have should they come into any one of the County's Elections Offices. This will require extensive poll worker training. The polling place locations are required to remain open for at least 8 hours per day for three days prior to Election Day and 7:00am – 8:00pm on Election Day. Each location will be staffed with 20 election workers. In addition to the in-person voting locations, there will be multiple ballot drop boxes located throughout the County and available to the voters beginning no later the 28 days before Election Day.

This in-person voting process requires the use of technology such as networking equipment, computers and printers. This contract with Computacenter provides an in-person (polling place) solution that meets the requirements imposed by the Executive Orders and SB 423 and meets the operational and security requirements of the Elections Division. In collaboration with County IT staff, Computacenter will be responsible to configure and deploy the required equipment to the polling places according to the established information security requirements, monitor and support the polling places for the duration of

the required in-person voting period, and perform the deinstallation of the polling places at the end of the in person voting period.

The cost of the project will be funded through a combination of the HAVA 301 grant, the Voting System Replacement grant, and the CARES Act funding.

**Performance Measure:**N/A

**Contract Renewals and Performance Outcomes:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: No, Budget Revision No. 0007182 will increase Services & Supplies appropriations by \$1,296,198 to cover the expenditures associated with the Computacenter agreement. The cost will be covered entirely by State and/or Federal grant funds.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State	\$ 648,099.00		
Federal	\$ 648,099.00		
Fees			
Other:			
Total	\$ 1,296,198.00	\$ -	\$ -

Narrative: The County is eligible to use federal CARES Act funds on eligible Election-related COVID-19 costs associated with the conduct and administration of the November 3, 2020, General Election, in addition to federal HAVA funds or funds from the Voting System Replacement Contract 2018. The division between State and Federal funds above is only estimated at this time.

**Key Contract Risks:**

The main risk should the Contractor not perform the services as outlined in the contract is the additional workload on County IT and Departmental IT staff. The County Elections Division will have a contingency plan for power and connectivity issues which may result in a manual ballot issuance process and additional work in the verification of ballots during the canvass period following Election Day.

**Staffing Impacts:**

**Legal Positions:**

N/A

**FTEs:**

N/A

**Special Instructions:**

Please forward a copy of the minute order and fully executed Agreement to the Santa Barbara County Elections Office.

**Attachments:**

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Attachment A: Computacenter Fusionstorm Inc. Agreement

Attachment B: Budget Revision Request No. 0007182

Authored by:

Elaina Cano, Elections Division Manager

**CC:**

Joseph E. Holland

Renee Bischof